Legislative Assembly of Saskatchewan

Annual Report

Saskatchewan Legislative Library

for the period ending
March 31, 2010

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This annual report is also available in electronic format from the
Saskatchewan Legislative Library web site at:
www.legassembly.sk.ca/leglibrary/

Saskatchewan
Legislative Library

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November 16, 2010

The Honourable Don Toth
Speaker of the Legislative Assembly of Saskatchewan
Room 129, Legislative Building
Regina, SK S4S 0B3

Dear Mr. Speaker:

I am pleased to submit the Legislative Library Annual Report for the period April 1, 2009 to March 31, 2010 for tabling in the Legislative Assembly.

This year marked the third year of implementing the strategic plan that the Library established in the fall of 2007. I am pleased to report that several multi-year projects are underway that are producing consistent results toward the achievement of the Library's priorities, which are: credible, valued information services; informed, supported client base; focused, sustainable collection; functional user-friendly facilities; nurtured and valued staff; and protected, productive team.

The Library was particularly pleased with the completion of a renovation to install elevated bookshelves and a mezzanine walkway along the south wall of the Reading Room. The renovation provided 100 metres of book shelf space in the Library's public access location in the Legislative Building. Bookshelves in this location were previously full to capacity and overflowing — a problem that is now alleviated.

Also of note, the Library's Support Services section completed a review of its business operations to clarify priorities, identify efficiencies and develop continuous improvement strategies. A strategic plan for the section was established and implementation is underway.

These are only two highlights of many accomplishments made by the Library this year, which are outlined in further detail in this report.

Sincerely,

Melissa Bennett

Melissa Bennett
Legislative Librarian

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Organizational Overview

Legislative Library Mandate

The Legislative Library is established under *The Legislative Assembly and Executive Council Act.*

Its purpose is to further the parliamentary process in Saskatchewan by providing confidential, non-partisan information services to Members of the Legislative Assembly, to develop and maintain the legislative and research collection and to ensure the collection's present and future accessibility to parliamentarians, the civil service and the people of Saskatchewan.

Provide a parliamentary library service to all Members of the Legislative Assembly and their staff.

Act as the official library for the deposit of Saskatchewan government publications.

Act as the official exchange library for the Government of Saskatchewan, exchanging materials with the National Library of Canada, the U.S. Library of Congress, and other relevant libraries.

Serve the people of Saskatchewan by making available the benefits of its special research and legislative collection, where these benefits cannot be obtained elsewhere.

Establish and maintain helpful and co-operative relationships with other government departments or departmental libraries.

History

The Saskatchewan Legislative Library was officially established in 1905 at the formation of the province of Saskatchewan. The Library originated in a legal collection established in 1876 that developed into the library of the North West Territories Government, predecessor of the provinces of Saskatchewan and Alberta. Today, the Legislative Library is Saskatchewan's third-largest research library.

Structure

The Legislative Library operates as a component of the Legislative Assembly Service (LAS), part of the Legislative branch of government.

The Library is administered through the Office of the Legislative Librarian. It has three functional units: Members' Services, Reference and Circulation Services, and Support Services.

Library services are provided out of the Library Reading and Reference Rooms (Room 234) in the Legislative Building. The Library's primary Collection Annex is located in the lower level of the Walter Scott Building. Functional units are based out of locations in the Legislative Building and Walter Scott Building.

Values

The Legislative Library is committed to ensuring that parliamentarians, public servants, and citizens have access to published information resources necessary for informed decision making in a democratic society. It maintains the principles of confidentiality and non-partisan service for all library clientele.

The Legislative Library supports the vision of the Legislative Assembly Service which is *a parliamentary system that is valued, trusted and understood.* It also supports the values of the Legislative Assembly Service, which are:

- The democratic process
- Impartial and exemplary service
- Accountability
- Individual and team effort

Collections

The Legislative Library has a strong and unique collection estimated to include approximately half a million titles in print, microform and electronic formats. The collection provides basic coverage in most subjects and in-depth coverage on topics of particular interest to Saskatchewan legislators. Areas of strength are: government publications, materials relating to Saskatchewan, news and current affairs, parliamentary studies, and social sciences (especially political science, public administration, social issues, economics, business, and history).

Collection features of interest:

- Current and historical Government of Saskatchewan publications
- Saskatchewan local history collection numbering over 1,000 titles
- Saskatchewan daily and weekly newspapers
- *Leader-Post* from 1883 onwards
- *Western Producer* from 1924 onwards
- Full depository library for Canadian federal government publications since 1927
- Current and historical Statistics Canada material
- Complete set of federal royal commissions in microform
- Parliamentary publications (e.g. Debates and Proceedings, Journals) with an emphasis on Saskatchewan, Canada and the U.K.
- Statutes from all Canadian jurisdictions
- Publications from other Canadian provinces
- Periodicals (newspapers, magazines, research journals) and news media from across Canada, North America and worldwide
- Extensive collection of licensed electronic information products

Legal Deposit of Saskatchewan Government Publications

Saskatchewan government publications are acquired for the library collection under the statutory authority of the Legal Deposit Program (in place since 1982) which requires that all Saskatchewan government departments, boards, commissions and agencies deposit copies of their published material, both print and electronic, with the Legislative Library. Statutory authority is in section 81 of the *Legislative Assembly and Executive Council Act, 2007.*

Prior to 1982, the Library had an informal responsibility to collect Saskatchewan government publications and made a consistent effort to do so since its early days. This resulted in the Library having a very strong historical collection of Saskatchewan government publications.

Library Services

The Legislative Library has a broad mandate to serve the Legislative Assembly, the people of Saskatchewan and the public service. The Library strives to serve all sectors of its mandate, while giving priority and advanced service to legislative clients.

Members of the Legislative Assembly and their staff receive advanced and specialized services as well as borrowing privileges.

Saskatchewan public servants and special researchers are eligible for basic reference services and borrowing privileges.

Public clients are eligible for basic reference services and use of library material either on site or through interlibrary loan via their local library.

The Library's web site provides information about the Library, access to the Library catalogue, and registered client access to the Library's licensed electronic information products (www.legassembly.sk.ca/leglibrary).

The Legislative Assembly and Executive Council Act, 2007 continues the Legislative Library's statutory responsibility for the collection and preservation of Saskatchewan government publications. Section 81 says as follows:

"(2) The Legislative Library is the official library for the deposit of government publications.

(3) Every department, board, commission and agency of the Government of Saskatchewan and every Crown corporation shall deposit with the Legislative Library eight complimentary copies of every government publication that:

(a) is released in any form, including print and electronic, for general or limited public distribution either for free or for sale; and

(b) is issued by them or pursuant to their authority in collaboration with a commercial publisher."

-- The *Legislative Assembly and Executive Council Act, 2007*, section 81, subsections 2-3.

Program Areas

Library Administration

Library Administration provides leadership for library strategic development; supervision of program areas; and management of the Library's physical, financial and human resources. Library Administration also manages the library collection, electronic resources development, public relations and partnership activities. Library Administration contributes to the strategic direction of the Legislative Assembly Service and ensures that the work of the Library is aligned with LAS organizational goals.

Reference and Circulation Services

Reference and Circulation Services connects library clients with the Library's information resources. This section responds to client inquiries and assists clients in finding information required from the library collection.

This section gives priority to responding to Members' immediate needs for specific information required to carry out their work in their caucus, their constituencies, the Chamber and in legislative committees. Assistance to legislative clients including Members' staff and legislative committee researchers is also emphasized. Research support for the Library's Members' Services section is also a key function of the Reference section. Reference and Circulation Services also provide customer service to other clients who contact the Library.

Overall, this section is responsible for:

- Providing reference and bibliographic research assistance to clients
- Staffing the Library's public service areas
- Lending materials to clients
- Interlibrary borrowing and lending
- Maintaining the Library's collections housed in the Legislative Building
- Producing fact sheets, bibliographies and briefing notes
- Training and orienting clientele
- Producing library promotional brochures, booklets and displays
- Providing library tours

Members' Services

The Members' Services section provides non-partisan bibliographic research and customized library services, striving to promote a knowledge advantage, to enhance capabilities and to promote a culture of continuous learning and knowledge-sharing. Technology is used to access information sources that help to clarify issues and to anticipate trends in a broad range of disciplines.

A profiled Current Awareness Service is offered to individual Members of the Legislative Assembly, to Independent Officers and in support of legislative committees. The Members' Services Librarian is in contact with the individual MLA to determine a profile of public issues on which the MLA wishes to keep current. Packages of information including magazine tables of contents, new books briefing information, newspaper clippings and news headlines are provided to the MLA on a weekly basis. News headlines and news clippings are provided electronically or in hard copy as requested. In addition a confidential, direct-user news service is set up for MLAs who register. Profiles are updated upon request, especially as MLA responsibilities change in terms of cabinet, caucus, shadow cabinet and committee responsibilities. In-person and telephone consultations, service briefings and tutorials are provided.

The Members' Services section produces *The Members' Newsletter*, which is published monthly during legislative sessions. *The Members' Newsletter* highlights material in the library collection and promotes awareness of library programs, services and activities.

Members' Services also provides bibliographic research and background kits for clients attending parliamentary conferences. The information generally takes the form of current periodical articles, topical book content and/or newspaper articles representing a balance of opinion on the topics under discussion at the particular conference.

Support Services

The Support Services section performs the technical operations that make library programs and services possible.

Support Services manages the Library's integrated library computer system, Voyager, in partnership with the RegLIN consortium and the University of Regina Library. The Voyager software provides application modules for automated library acquisitions, cataloguing, circulation, and the online public access catalogue (OPAC).

Support Services is responsible for the acquisition, processing and cataloguing of all new materials for the library collection. The section manages the withdrawal of library materials, when required.

This work involves not only physically removing the material from the collection but also updating or deleting the corresponding records in the Library's catalogue. Overall, this section processes approximately 45,000 items annually.

Support Services administers the Legal Deposit Program for Saskatchewan Government publications, including receipt of materials, processing and cataloguing as well as production of the monthly *Checklist of Saskatchewan Government Publications*.

The section is responsible for receiving and cataloguing federal and provincial government documents and maintaining government publication exchange arrangements with other jurisdictions, such as Library and Archives Canada and the Library of Congress.

Support Services has substantial responsibilities for the maintenance and preservation of the library collection. The section manages the binding of selected periodicals and government publications and is responsible for maintaining materials housed in the Library's Collection Annex located in the Walter Scott Building. This facility houses over 80 percent of the Library's print collections.

Legislative Assembly Service Initiatives

The Library is a part of the Legislative Assembly Service (LAS) and contributes to the LAS's numerous initiatives and administrative committees.

The Library helps support inter-parliamentary programs and professional development activities of the Members of the Legislative Assembly. The Library provides support to the Social Sciences Teachers' Institute on Parliamentary Democracy (SSTI), the Saskatchewan Legislative Internship Program (SLIP), and the Parliamentary Program for Public Servants.

Library employees serve on Legislative Assembly Service administrative committees that support the LAS in areas such as strategic management, communications, human resources and technology management. During the current report year, the Legislative Librarian continued to chair the LAS Strategic Planning and Operational Priorities Committee.

Partnerships

The Legislative Library participates in a variety of partnerships for the purposes of advancing library services.

The Legislative Library is a long-time member of the Association of Parliamentary Libraries in Canada (APLIC). APLIC is comprised of the directors of legislative/ parliamentary libraries from across Canada. Its principal objectives are to improve parliamentary library service in Canada, foster communication among members concerning matters of mutual interest, identify issues requiring research, and encourage cooperation with related parliamentary officials and organizations. During the report period, the Saskatchewan Legislative Librarian served as President of APLIC.

The Legislative Library is a founding partner of the Regina Library Information Network (RegLIN), a multi-library, multi-institutional computer network for automated library services incorporated under *The Non-profit Corporations Act*. The Legislative Librarian is Vice-Chair of this consortium. RegLIN member libraries cost-share the ongoing maintenance and development of the Voyager integrated library system. Voyager provides the software applications for automated library acquisitions, cataloguing, circulation, and the online public access catalogue (OPAC). In addition, the holdings of the five member libraries can be searched using the Voyager catalogue interface.

In December, 2009, the Assistant Legislative Librarian was appointed to the Saskatchewan Multitype Library Board for a two-year term representing the special library sector of the Saskatchewan library community. This Board was established by *The Libraries Co-operation Act* in 1996 with a mandate to facilitate the cooperative development of a library system encompassing public, school, post-secondary and special library sectors as well as other information providers such as archives, business centers and Aboriginal libraries.

The Library participates in two programs of the Multitype Library Board: the Multitype Database Licensing Program (MDLP) and the Saskatchewan Digital Alliance (SDA). The Library is a long-term participant in the MDLP in which funds from libraries and educational institutions throughout the province are pooled to purchase access to a wide variety of electronic information products for registered clients of all participating libraries. MDLP's cooperative bulk purchasing program is the only means by which the Library could afford to sustain ongoing access to approximately 9,700 electronic titles available in full text via the MDLP program. The Legislative Librarian is currently chair of the SDA steering committee. The SDA is a cross-sector, co-operative body that promotes and facilitates the development of digital collections in Saskatchewan.

The Legislative Librarian is a statutory member of the Public Records Committee by authority of Section 18(2) of *The Archives Act, 2004*. This committee reviews and approves record schedules for public records.

Organizational Performance

Strategic Planning Context

The Legislative Library's strategic management is informed by both the strategic plan of the Legislative Assembly Service (LAS) and the Library's internal branch plan.

Legislative Assembly Service Strategic Plan

The LAS strategic plan provides an umbrella framework that guides the Library's internal planning. The Library's new initiatives, as well as core programs, contribute to achievement of LAS goals.

The Legislative Assembly Service's vision is *a parliamentary system that is valued, trusted, and understood.* Its goals are:

- *Sustained and enhanced institution of parliament*
- *Purposeful services with accountable governance*
- *An effective, responsive work environment*

Legislative Library Strategic Plan

This fiscal year the Legislative Library continued implementing the strategic plan it created in the latter half of the 2007-2008 report year. The strategic plan was created by all library staff who participated in a process to identify the Library's vision for the future; underlying obstacles that need to be addressed to achieve the vision; strategic directions and strategies to address the underlying obstacles; and immediate actions as a catalyst for change. The strategic plan practical vision, strategic directions, and strategies are identified on the following pages and formed the basis for the Library's key actions this fiscal year.

Influencing Factors in the Library's Operating Environment

The Library's strategic plan is intended to help it meet challenges in its operating environment, while continuing to advance its strengths.

Challenges in the operating environment

Digital Environment — Rapidly advancing information technologies continue to significantly impact core library operations including acquisitions, collections management, and service delivery. It demands the rationalization of library collection policies in this new context. Managing high volumes of digital collections demands re-vamped library processes and information technology systems.

Accommodation — Accommodating the Library's collections and service areas within existing library facilities continues to be a challenge. The Library's collection will continue to grow, and accommodating this growth must be managed. Ensuring that facilities provide suitable environments for preserving historic library materials also continues to be a challenge.

Collection management — The digital environment and accommodation constraints have driven the need to rationalize the acquisition and retention of library materials to ensure a focused, sustainable collection. Preservation of collection materials continues to be a concern. Increasing numbers of aged and worn items require conservation, repair, or format replacement.

Human resources management — Succession planning and knowledge transfer remained critical this year . There continues to be a need to re-structure work flow processes to better leverage human resource capacity to meet current library challenges. Employee training and development continue to be important.

Strengths in the operating environment

People — The Library has knowledgeable, skilled, and service-oriented employees who bring enthusiasm and vision to their work. The Library is also strengthened by the leadership and support of the Legislative Assembly Service.

Services & Collections — The Library has well-established programs and services for Members and additional clientele for which it consistently receives positive feedback. The Library has valuable, established collections which provide the basis for delivering high quality information. The Library also has a strong and growing suite of digital collections that are effective and valued.

Strategy — The Library has developed a strong vision for the future and a clear sense of direction, as a result of its strategic, operational and annual planning initiatives.

Heritage — As the oldest library collection in Saskatchewan, the Library holds significant heritage value for the Province. The ongoing stewardship and vitality of the Library is an important endeavour.

Library Strategic Plan

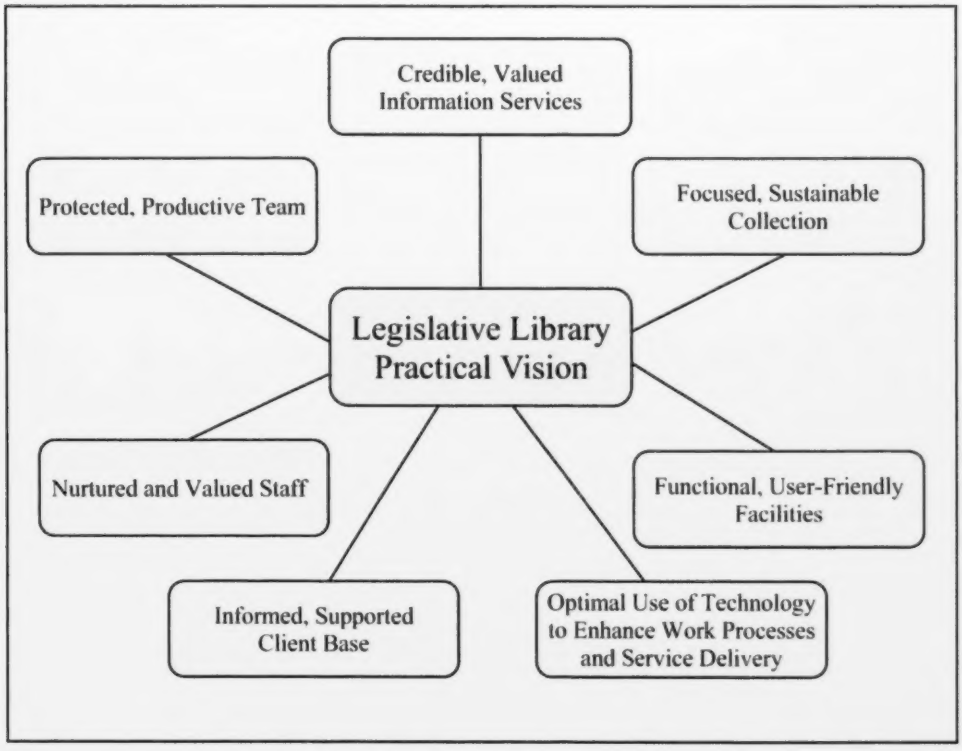
Mission

The Legislative Library supports the Saskatchewan Legislative Assembly and its members by delivering accurate, timely and non-partisan information services and by selecting, acquiring, organizing, preserving, and providing access to appropriate material resources to support such services.

The Library serves the citizens of Saskatchewan by making available the benefits of its specialized research and legislative collection where these benefits cannot be obtained elsewhere, and by establishing and maintaining co-operative and helpful relationships with other government departments or departmental libraries.

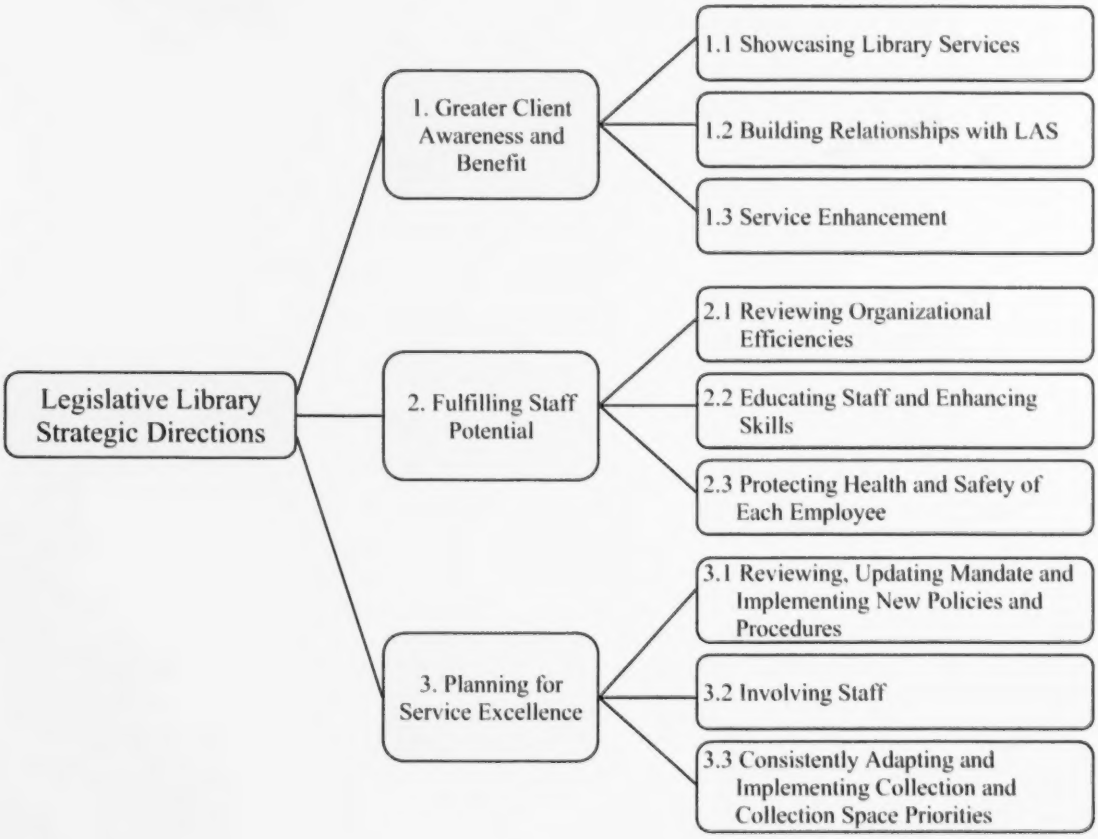
Practical Vision

The Library is focused on achieving a practical vision with seven key themes.


Credible, Valued Information Services
Protected, Productive Team
Focused, Sustainable Collection
Legislative Library Practical Vision
Nurtured and Valued Staff
Functional, User-Friendly Facilities
Informed, Supported Client Base
Optimal Use of Technology to Enhance Work Processes and Service Delivery

Strategic Directions

The Library is concentrating its efforts on three major **strategic directions** with nine **accompanying strategies** in order to achieve its practical vision.


Legislative Library Strategic Directions
1. Greater Client Awareness and Benefit
1.1 Showcasing Library Services
1.2 Building Relationships with LAS
1.3 Service Enhancement
2. Fulfilling Staff Potential
2.1 Reviewing Organizational Efficiencies
2.2 Educating Staff and Enhancing Skills
2.3 Protecting Health and Safety of Each Employee
3. Planning for Service Excellence
3.1 Reviewing, Updating Mandate and Implementing New Policies and Procedures
3.2 Involving Staff
3.3 Consistently Adapting and Implementing Collection and Collection Space Priorities

Strategic Performance 2009-2010

The Library's development is focused on the strategic direction themes of greater client awareness and benefit, fulfilling staff potential, and planning for service excellence.

In 2009-10, the Library achieved important new milestones in these areas, as well as continuing core services.

Strategic Direction 1: Greater Client Awareness and Benefit

This strategic direction focuses on maintaining and enhancing services, as well as promoting the benefits of these services to library clientele.

Key Results:

- **Communications planning process initiated**

The Library began a multi-year initiative to increase client benefit, use and awareness of library services. During the current report year, a process was defined to guide the development of a communications plan for the Library. Through a communications plan, the Library's objectives are to gain awareness for its products and services, build greater recognition and usage by current and potential clients, build relationships with clients and stakeholders, and enhance the Library's reputation. During 2009-10, a working group was chartered to identify the Library's various target audiences and to inventory the current communication activities and products directed toward those groups.

- **Repository of Saskatchewan government publications in electronic formats grows**

In 2005, the legal deposit requirements in *The Legislative Assembly and Executive Council Act* were expanded to require government agencies to deposit with the Library their publications in electronic format as well as those produced in print. Since then, staff in the Library's Support Services section have been working to develop effective means of storing and accessing the electronic materials. By 2009-10, procedures for accomplishing this had been refined and the electronic repository achieved significant growth. By the end of this report year, the electronic repository contained 695 monographic publications and 238 serials. All of the materials in the repository are linked to records in the Library catalogue. Readers are able to look up a publication in the catalogue and click a link for immediate access to it.

- **Electronic resources expanded**

The Library acquired one new electronic resource that is now available to clients via the Library's website: Canadian Public Policy Collection (CPPC). CPPC is a growing library of material originally published in digital form, selected and organized to meet the needs of libraries supporting clients engaged in public policy research and development.

- **Recommendations of Electronic Resources Assessment Report implemented**

The Library began a multi-year phased implementation of the recommendations made in 2008-09 in its *Electronic Resources Assessment Report*. Six recommendations were implemented during this report year in order to make improvements in the Library's management of its web spaces, electronic information resources, and technologies.

- **Research and reference services delivered**

The Library handled 2,073 reference/research transactions in 2009-10, almost 6 percent more than in 2008-09. This included 1,077 transactions with primary clients (MLAs, legislature, caucus, and constituency staff), almost unchanged from the previous year; and 996 transactions with public servants and members of the public, up more than 12% from the previous year.

- **Personalized Current Awareness Information Services delivered**

The Library's suite of personalized Current Awareness Information Services for Members continues to be well-used. Detailed statistics are provided in the appendix. This reporting period showed a significant increase (23%) in the number of clients subscribed to the Direct User News Service; the service enables clients to privately monitor news on topics of interest at any time. By the end of this reporting period, 64 clients were registered for this service, making it the most popular of the Library's current awareness offerings.

- **Parliamentary conference information delivered**

The Library prepared backgrounder kits for 46 delegates (including Members, Clerks and guest delegates) attending nine conferences. The backgrounder kit to the Annual Meeting of the Midwestern Legislative Conference continues to be a collaborative effort between the International Relations area of Intergovernmental Affairs and the Legislative Library. This report year marks the 8th year of the joint effort.

- **Outreach, orientation and collaboration continued**

A Library Open House was held on May 7, 2009. The Open House provided an opportunity to showcase library resources, give product demonstrations, and provide tours of the Reading Room and Reference areas.

The Director of Reference Services made a presentation on the Legislative Library and Saskatchewan legislative documents at the Saskatchewan Library Association annual conference, May 2, 2009. This was an opportunity to highlight Library services and publications produced by the Legislative Assembly.

In December 2009, the Library and the Saskatchewan Book Awards partnered to present "An Afternoon of Readings at the Legislative Library". The event featured readings from 2008 Saskatchewan Book Award winners. Poet Laureate Robert Currie read from Gary Hyland's *Love of Mirrors*, Pam Bustin read from *Mostly Happy*, Alison Lohans read from *This Land We Call Home*, and Donna Caruso read from *Journey Without a Map: Growing Up Italian, A Memoir*.

Each year the Library prepares briefing notes for the *Saskatchewan Teachers' Institute on Parliamentary Democracy*. This is an annual professional development opportunity for teachers to experience an insiders view of government and the legislative process. It is an initiative of the Office of the Speaker, supported by the Ministry of Education. The Library ensures that there is material to brief the participants for each of the sessions they attend. Topics range from the role of the Speaker to youth in the political process.

Each year the Library delivers orientation sessions to a variety of clients and audiences. This year, orientations included:

- Orientation for interns participating in the *Saskatchewan Legislative Internship Program (SLIP)*. This orientation focused on Library services available to them and on the role of legislative libraries in general.

- Orientation for Government of Saskatchewan employees participating in the Legislative Assembly's *Parliamentary Program for Public Servants*. This orientation is currently the only proactive promotion of the Library's services to Government of Saskatchewan employees and occurs when the House is in Session both in the Spring and the Fall of the year.

- **Library publications issued**

The Library produced 5 issues of *The Members' Newsletter*, which is produced monthly during legislative sessions to highlight library services and materials. The featured compilation *New Books in the Library*, which includes a request form for borrowing new books, is included in each newsletter and continues to be popular.

The Library produced twelve issues of the *Checklist of Saskatchewan Government Publications* which highlights new publications issued by the Government of Saskatchewan. The *Checklist* receives wide distribution on the Library's web site.

Strategic Direction 2: Fulfilling Staff Potential

This strategic direction focuses on providing a healthy work environment, as well as learning and development opportunities for library employees. It also focuses on reviewing work processes to ensure efficient use of human resources.

Key Results:

- **Support Services workflow and personnel planning**

In 2009-10, the Library made significant progress on workflow and personnel planning in the Support Services section. The rapidly changing technological environment introduced new challenges that needed to be addressed. In addition, there was a need for renewing staff capacity due to the recent retirements of long-serving staff members.

The Library reviewed the section's mandate, role and priorities. Activities were reviewed and rationalized. Activities no longer in keeping with the strategic direction of the Library were identified for discontinuation. Ongoing and new activities were analyzed and revised to conform to best practices. A strategic plan for the section was established to provide a road map for development.

Effective deployment of staff resources — knowledge, skills, and time — is a key component of this section's ongoing development. Support Services staff have been involved in reviewing activities and revamping work processes and procedures with a view to ensuring that processes are efficient and that resources are focused on priority areas.

Work-based teams have been established to provide a more collaborative work environment that enables knowledge exchange, cross-training, and innovation. Staff members have a wider range of job functions and input into the ongoing development of work processes.

- **Employee learning and development**

In 2009-10, the Library identified a variety of learning and development opportunities that offered library employees the chance to improve their technical skills and/or to stay current with the rapidly evolving state of the library and information services sector. Employee participation rates were strong.

Strategic Direction 3: Planning for Service Excellence

This strategic direction focuses on reviewing the Library's priorities, policies, and procedures to ensure effective deployment of resources. It also focuses on consistently adapting and implementing priorities with respect to its collection and collection space.

Key Results:

- **Support Services unit strategic plan completed; operational planning and implementation underway**

The Library completed its project to review the mandate, role and priorities of the Support Services unit. A strategic plan for the section was completed. The strategic plan is a road map for reviewing core program areas with a view to renewing capacity and improving efficiencies and outcomes. Operational planning was begun and implementation is underway and will be ongoing for several years, changing the way in which core operations are carried out. Work will focus on: fulfillment of all mandates, roles, and responsibilities in government documents management; efficient serials management; effective deployment of staff resources (knowledge, skills, and time); and implementation of new technologies for optimal functioning.

- **Targeted collection reviews continued**

The Library completed targeted reviews of three library collection areas to remove material no longer required and to ensure a collection that is focused and sustainable. This work is expected to continue for the foreseeable future.

- **Collection growth analysis continued**

The Library continued a long-term initiative begun in 2007-08 to measure the shelf space occupied by the collection and to monitor its growth. In 2009-10, procedures for counting and measuring the part of the collection classified in the Dewey Decimal Classification were refined and documented. A second count of the Dewey collection (the first took place in 2008-09) was completed. Recommendations for establishing a regular schedule for observing and recording growth in all parts of the collection and ensuring that this work becomes part of the Library's core activities have been drafted for discussion by library staff and management in the coming year.

- **Procedures for managing donated materials revised**

In the previous report year, the Library revised its policy for accepting and handling unsolicited donations. In 2009-10, a small working group reviewed and revised the procedures for the intake and handling of donated materials.

The new procedures have been implemented for a one year period, after which their effectiveness will be assessed and further revisions made if necessary.

- **Collection transfer continued**

The Library continued an ongoing initiative to transfer selected collection material from the Library Reference Room in the Legislative Building to the Library's Collection Annex in the Walter Scott building.

- **Facility and space planning continued**

The Library completed a project begun in 2008-09 to assess the Library's service space and to make recommendations for creating a more functional, user-friendly environment for clients, as well as enhancing bookshelf space on the floor of the Library. 44 options have been identified. In 2010-11 the Library will determine which options to pursue and will create implementation strategies.

- **Infrastructure requirements for Walter Scott Collection Annex identified**

Government Services will be rehabilitating the Library's Collection Annex in the Walter Scott building as part of an overall rehabilitation of that building, which is currently underway. The Library's Collection Annex houses approximately 80 percent of the Library's collection materials.

In June 2009, Government Services requested that the Library identify unique infrastructure requirements and construction options that the Library may need or wish to pursue, given the unique nature of the facility as a library collection space rather than a standard office environment. The Library completed preliminary identification and documentation of infrastructure requirements and construction options. In 2010-11, the Library will work with Government Services to assess the feasibility of the requirements and options. The rehabilitation of the Library's Collection Annex is expected to take place during 2011-12.

- **Construction of mezzanine extension**

A historic project to extend the Library's elevated bookshelves and mezzanine walkway into the Library Reading Room was completed this fiscal year. Design work, budget planning, and tendering was conducted during the first three-quarters of the fiscal year. Construction on the project occurred during February and March 2010.

The Library's original elevated bookshelves and mezzanine walkway were built along the south perimeter wall of the Library's Reference Room in 1913.

The Legislative Librarian at the time, John Hawkes, conceived of this approach in collaboration with a librarian consultant from eastern Canada. John Hawkes later noted that "The idea in planning the housing of the books was to keep the floor open as much and as long as possible. With this in view the idea of a second tier of books and a gallery was adopted. The plan of using the wall space has worked out very happily." John Hawkes foresaw that the Library would need to expand its book stacks as the collection grew through time. Book stacks were subsequently installed on the floor of the Reference Room, and a Collection Annex established with compact mobile shelving to house approximately 80 percent of the collection.

In recent years it became apparent that another solution was needed due to bookshelves in the Reference and Reading Rooms being full to capacity and overflowing. The goal of the 2009-2010 project was to extend the elevated perimeter shelving in the Reference Room into the Reading Room, along its south perimeter wall, in order to gain an additional 100 metres of bookshelf space. The addition increased the bookshelf capacity in the Reading and Reference Rooms by ten percent.

The mezzanine extension project offered the following results:

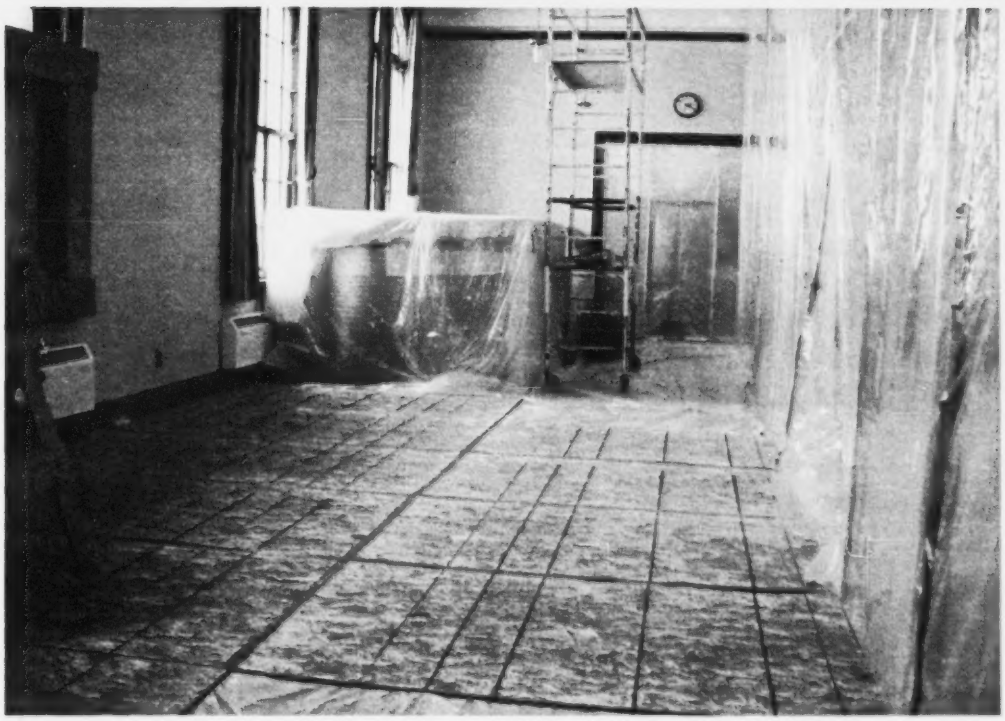
- Alleviated collection space pressures.
- Maximized the capacity of existing library space.
- Enabled book shelf expansion without loss of useable floor space.
- Increased the amount of library materials located in the Library's public access location.
- Preserved the long vista to the fireplace at the end of the Reading Room.
- Kept intact study tables and other areas for clients to use and enjoy the collection.

As a heritage location, it was important to ensure that the new addition would preserve the character-defining elements of the Reading Room. In addition, it was important for the new addition to complement the original 1913 structure but be clearly distinguishable as a new feature of the library. The architectural design achieved these goals.

The Library and LAS was fortunate to work with a dedicated project team: the Ministry of Government Services (Steve Bata, June Botkin, Paul Nepper, Jeff Tochor), PSW Architecture & Interior Design Ltd. (Robert Wells), Brownlee Beaton Kreke (Rob Beaton), Independent Construction Management (Bill Buchanan, Cory Driediger), and Aussie Welding (Sam Goad).

The project was made possible through the support of the Legislative Assembly of Saskatchewan's Board of Internal Economy, the support of the Clerk of the Legislative Assembly, the Legislative Assembly Service and the Library staff.

Legislative Library Reading Room before renovation [January, 2010]
Photo credit: Ministry of Government Services



Reading Room is closed and prepared for construction [February, 2010]
Photo credit: Ministry of Government Services

The Legislative Librarian at the time, John Hawkes, conceived of this approach in collaboration with a librarian consultant from eastern Canada. John Hawkes later noted that "The idea in planning the housing of the books was to keep the floor open as much and as long as possible. With this in view the idea of a second tier of books and a gallery was adopted. The plan of using the wall space has worked out very happily." John Hawkes foresaw that the Library would need to expand its book stacks as the collection grew through time. Book stacks were subsequently installed on the floor of the Reference Room, and a Collection Annex established with compact mobile shelving to house approximately 80 percent of the collection.

In recent years it became apparent that another solution was needed due to bookshelves in the Reference and Reading Rooms being full to capacity and overflowing. The goal of the 2009-2010 project was to extend the elevated perimeter shelving in the Reference Room into the Reading Room, along its south perimeter wall, in order to gain an additional 100 metres of bookshelf space. The addition increased the bookshelf capacity in the Reading and Reference Rooms by ten percent.

The mezzanine extension project offered the following results:

- Alleviated collection space pressures.
- Maximized the capacity of existing library space.
- Enabled book shelf expansion without loss of useable floor space.
- Increased the amount of library materials located in the Library's public access location.
- Preserved the long vista to the fireplace at the end of the Reading Room.
- Kept intact study tables and other areas for clients to use and enjoy the collection.

As a heritage location, it was important to ensure that the new addition would preserve the character-defining elements of the Reading Room. In addition, it was important for the new addition to complement the original 1913 structure but be clearly distinguishable as a new feature of the library. The architectural design achieved these goals.

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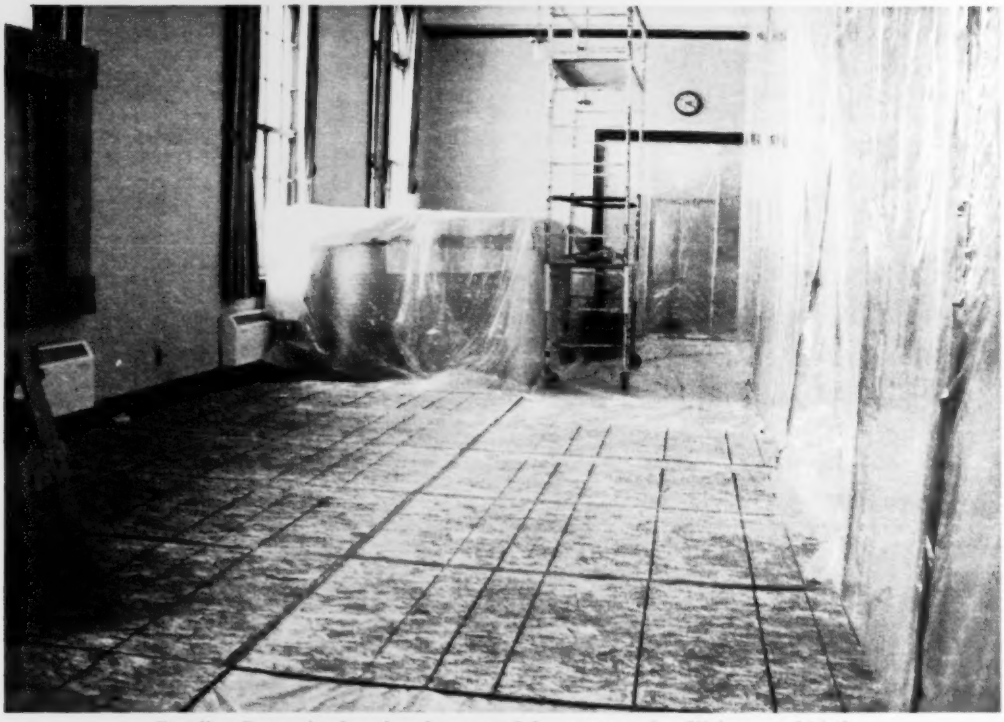
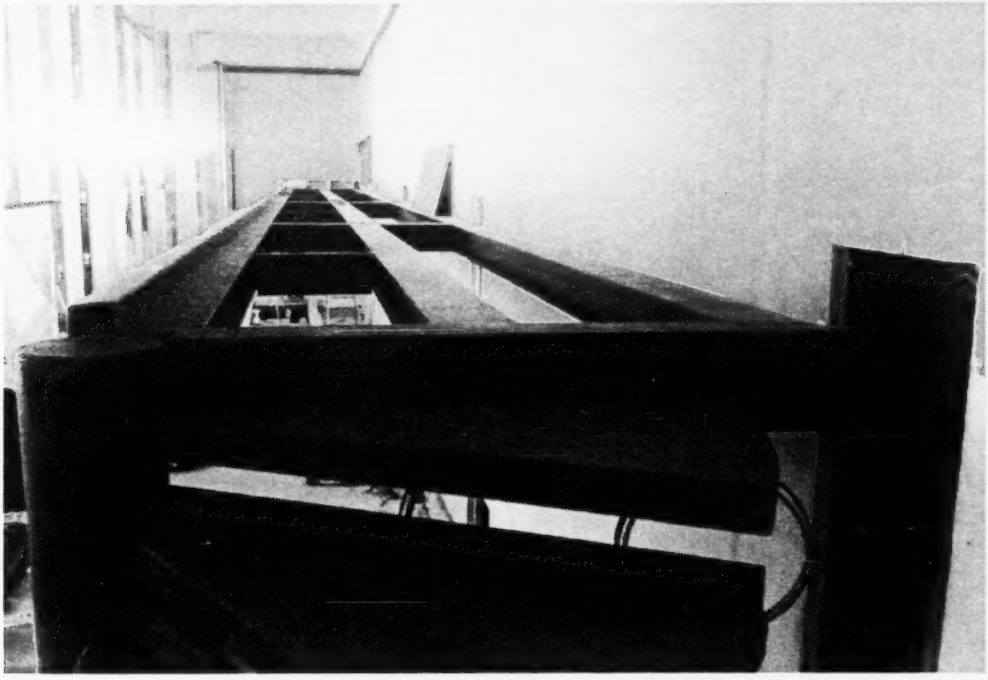
Legislative Library Reading Room before renovation [January, 2010]
Photo credit: Ministry of Government Services



Reading Room is closed and prepared for construction [February, 2010]
Photo credit: Ministry of Government Services



View of steel structure of mezzanine walkway, mid-construction [March, 2010]
Photo credit: Independent Construction Management (ICM)

View of newly installed book shelves on new mezzanine [April, 2010]
Photo credit: Ministry of Government Services

Legislative Library Reading Room after renovation [June, 2010]
Photo credit: Ministry of Government Services

Legislative Library Reading Room after renovation [June, 2010]
Photo credit: Ministry of Government Services

Appendices

Statistical Summary

	2007/2008 [1]	2008/2009	2009/2010
Web Site Statistics			
Unique visitors to Library web site	18,339	22,225	17,266
Visits to Library web pages	76,872	70,059	70,774
Pages viewed by visitors to Library web site	138,214	144,189	435,622
Reference and Circulation Services			
Reference Inquiries	1,863	1,970	2,073
Computer Searches	2,051	2,436 [2]	3,041
Photocopy Services to Clients (copies)	17,394	18,476	12,570
Out of Library Circulation	4,216	3,835	3,110
In-Library Use	6,430	7,875	10,573
Total Circulation	10,646	11,710	13,683
Interlibrary Loans Borrowed for Library Clientele	104	127	192
Interlibrary Loans Requested by Other Libraries	186	136	175
Total Interlibrary Loans	296	263	367
Members' Current Awareness Services			
Electronic News Clipping Service (articles provided)	31,675	43,462	35,066
Periodical Contents Service (title pages provided)	3,397	2,383	2,041
News Headlines Service/Online Information (citations provided)	36,231	55,095	32,137
New Book Alert (title pages provided)	4,206	5,352	3,523
Direct User News Service/Special Edition (registered clients at year-end)	33	52	64
Direct-User News Service/Special Edition (total system counts/hits)	41,606	37,989	38,224
Support Services			
Materials ordered (titles)	1,303	1,180	1,166
Government Publications Received (items)	22,448	22,361	22,397
Serials and Periodicals Received (items)	13,573	13,034	11,964
Cataloguing (titles)	7,288	6,927	4,154
Binding (volumes)	107	52	128
Materials Withdrawn (items)	24,310	163,201	18,165
Listed for Duplicate Exchange	808	469	543
Distributed on Exchange	260	222	369
Saskatchewan Deposit Program			
Government Publications Received (titles)	1,112	1,253	934
Government Publications Sent to Micromedia	1,004	1,259	1,209

[1] Provincial election held November 7, 2007

[2] Erroneously reported in 2008/2009 Annual Report as 1,662

Information Kits Prepared to Support Delegate Attendance at Parliamentary Conferences and Seminars 2009-2010

Commonwealth Parliamentary Association
Partnership of Parliaments
Germany
June 25 – July 3, 2009

Background kits provided to four delegates.
Background kit coverage: 12 documents covering nine topics and agenda items.

Commonwealth Parliamentary Association
15th Annual Bowhay Institute for Legislative Leadership Development (BILLD)
Madison, Wisconsin
July 10 – 14, 2009

Background kit provided to one delegate.
Background kit coverage: 21 documents covering 16 topics and agenda items.

Pacific Northwest Economic Region (PNWER)
19th Annual Summit
Boise, Idaho
July 12 - 16, 2009

Background kits provided to 10 delegates.
Background kit coverage: 41 documents covering 17 topics and agenda items.

47th CPA Canadian Regional Conference
Toronto, Ontario
July 20-29, 2009

Background kits provided to six delegates.
Background kit coverage: 21 documents covering seven topics and agenda items.

National Conference of State Legislatures
Philadelphia, Pennsylvania
July 20 – 24, 2009

Background kits provided to two delegates.
Background kit coverage: 36 documents covering nine topics and agenda items.

64th Annual Midwestern Legislative Conference
Overland Park, Kansas
August 9 – 12, 2009

Background kits provided to 14 delegates.
Background kit coverage: 83 documents covering 31 topics and agenda items including 24 Fact Sheets provided by International Relations, Ministry of Intergovernmental Affairs.

Assemblée Parlementaire de la Francophonie, Région Amérique (APF)
Halifax, Nova Scotia
September 16 – 19, 2009

Background kits provided to three delegates.
Background kit coverage: 16 documents covering six topics and agenda items.

31st Commonwealth Parliamentary Association Canadian Region Parliament Seminar
Yellowknife, Northwest Territories
September 17 – 20, 2009

Background kits provided to three delegates.
Background kit coverage: 14 documents covering six topics and agenda items.

55th Commonwealth Parliamentary Conference
Arusha, Tanzania
September 28 – October 6, 2009

Background kits provided to three delegates.
Background kit coverage: 14 documents covering eight topics and agenda items.

Legislative Library Functional Organization Table

Legislative Library Functional Organization

Library Administration

Provides leadership for the Library's strategic development
Contributes to the strategic direction of the parent organization
Ensures alignment of library initiatives with organizational goals of the parent organization
Oversees library program areas
Manages library physical, financial, and human resources
Manages library collections development and accommodations
Oversees public relations and partnership activities
Develops and maintains the Library's web spaces

Reference & Circulation Services	Members' Services	Support Services
Provides reference & bibliographic research assistance to clients Staffs the Library's public service areas Lends library materials to clients Manages interlibrary borrowing and lending activities Maintains collections in the Legislative Building Produces bibliographic research materials including fact sheets, bibliographies & briefing notes Trains & orients clients Produces promotional brochures, booklets and displays Provides tours to library visitors	Creates and maintains personalized client interest profiles for MLAs, legislative officials and committees Provides customized, profile-based information services including: Media monitoring Electronic news clipping services Magazine tables of contents New book alerts Provides bibliographic research assistance and briefing materials to support MLA professional development activities Produces *The Members' Newsletter*	Acquires, processes & catalogues new materials Administers the Legal Deposit Program for Saskatchewan government publications Manages the automated systems for acquisitions, cataloguing, circulation & public access catalogue Maintains collections in the primary collection annex in the Walter Scott Building Produces the *Checklist of Saskatchewan Government Publications* Administers publication exchange agreements with other jurisdictions Manages the disposition of surplus and superseded materials Prepares materials for binding

Legislative Library Staff

The Legislative Library has a permanent staff establishment of sixteen persons.

As of March 31, 2010 the following persons were members of the permanent staff:

Library Administration

Melissa K. Bennett, B.A., M.L.I.S.
Legislative Librarian

Kim Hagel
Administrative Assistant

Patricia M. Kolesar, B.A. (Hons.), M.L.S.
Assistant Legislative Librarian

Reference and Circulation Services

Leslie J. F. Polsom, B.A., M.L.I.S.
Director of Reference Services

Tim C. Prince, B.A., M.L.S.
Reference Librarian

Michelle Giese, B.A., M.L.I.S.
Reference and Electronic Resources Librarian

Charles Wood, B.A., M.L.I.S.
Reference Librarian

Kim Heidebrecht, Library and Information Technology Diploma
Client Services Manager

Liza Leutenegger, B. Admin.
Client Services Assistant

Members' Services

Maria Swarbrick, B.A., M.L.I.S., Law Clerk Certification
Members' Services Librarian

Legislative Library Staff

Support Services

Bette Desjarlais, B.Ed., M.L.I.S.
Director of Support Services

Gina Abel, Library Technician Certificate
Support Services Manager

Chris Oxman, Library and Information Technology Diploma
Support Services Technician

Michele Strueby, Library Technician Certificate
Support Services Technician

Ashley E. Binns, Library Technician Certificate
Support Services Technician

Ivana Ruzic, Bachelor of Law
Support Services Assistant

The following people were employed on a non-permanent basis:

Reference and Circulation Services

Raeleen Rooney, B.A.
Circulation Assistant

Members' Services

David Sealy
Members' Services Assistant (on leave)

Elle Chernick
Members' Services Assistant

Dorothy McMillan
Members' Services Assistant

Kristen McAllister
Members' Services Assistant

Support Services

Christine West, B.A.
Support Services Assistant